

**Amazon**  
**Health and safety risk assessment for Social 7**

Brief description of event: 100 in Large Conference Room				
Event name: Amazon	Event date: 6 <sup>th</sup> November	Venue: Social 7	Assessment carried out by: Shan Raja	Assessment date: 18 <sup>th</sup> October

HAZARD IDENTIFIED: Exceeding event's assigned capacity				
Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information	Completed
				<p>Overcrowding restricting safe movement of people in the venue and prompt evacuation from it in the event of an emergency.</p>

HAZARD IDENTIFIED: Use of loose seating				
Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information	Completed
				<p>Seating not correctly installed and laid out restricting safe movement and toppling over, particularly in the event of an emergency evacuation.</p>

HAZARD IDENTIFIED: Unfamiliarity with the event's venue				
Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information	Completed
				<p>People unsure of actions and routes to take in an emergency evacuation situation, both out of and away from the building</p>

		Trained fire marshals from the venue to take full responsibility for the evacuating of all event attendees and participants.		
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**HAZARD IDENTIFIED: Event's attendees or participants sustaining injury or becoming ill**

Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information		
				Completed	
<p>Attendee or participant unsure of how to access first aid assistance or delay in getting first aid assistance to them, particularly in a life-threatening situation.</p> <p>Manual handling - Could suffer from back pain and work related upper body disorder (WRULD) due to:</p> <ul style="list-style-type: none"> <li>Using incorrect handling techniques when handling office items (deliveries, boxes, filing etc).</li> <li>Individuals with health conditions, previous back injuries etc affecting ability to safely handle items</li> </ul>	<p>Person requiring first aid assistance</p> <p>Insider staff and anyone handling heavy goods</p>	<p>Trained First Aid venue staff present to assist should first aid assistance be required and have received the necessary briefing to carry this out effectively.</p> <p>First aid personnel specifically assigned to the event, present in the building whilst the event taking place.</p> <p>A trolley should be used to transport boxes of paper or other heavy items.</p> <p>Do not attempt to lift by bending forward. Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift.</p> <p>Never lift a heavy object above shoulder level.</p> <p>Avoid turning or twisting your body while lifting or holding a heavy object.</p> <p>A trolley should be used to transport boxes of paper or other heavy items.</p>	<p>Insider staff are not trained first aiders.</p> <p>Insider staff will not move or set out chairs, tables or other venue owned goods.</p> <p>Insider will not erect sponsor banner stands</p>	✓	

**HAZARD IDENTIFIED: Audio Visual**

Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information		
				Completed	
<p>Tripping on loose cables</p> <p>Electricity – threat of electrocution</p> <p>Fire</p> <p>Equipment falling</p>	<p>Anyone using or coming into contact with appliances, cables etc.</p>	<p>All cables to be taped down</p> <p>All electrical equipment used to be up to date with PAT testing</p> <p>Cables, plugs etc positioned away from areas of potential damage, e.g. thoroughfares.</p>	<p>AV company to provide (if not already) public liability insurance for £10m</p> <p>AV company to provide their own risk assessment &amp; PAT test certificates</p>	✓	

**HAZARD IDENTIFIED: Displayed materials**

Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information		
				Completed	

Free-standing banner stands etc toppling over from people catching against them	Anyone in vicinity of the display etc	Position of displays etc agreed in advance and located where risk of collision reduced, in particular away from means of escape routes.	Insider will not erect sponsor banner stands	✓
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#### HAZARD IDENTIFIED: Fire

Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information	Completed	
Displays, furniture, fabric drapes etc increasing rapidity of spread in the event of a fire and compromising means of escape.	Anyone attending the event, other building users.	Smoking not permitted. Furniture, fabrics etc of flame retardant material. Combustible material displays positioned away from heat sources, routes and doors forming part of means of escape.		✓	
Delayed response from attendees to an evacuation situation, e.g. fire alarm not clearly audible because amplified sound as part of performance		Venue staff/fire marshals present to monitor for any fire situation and alert attendees of need to evacuate. Once fire alarm sounds, amplified sound system switched off by automatic link or manual operation Caterers to be responsible, have Public Liability Insurance up to the value of £10m and provide their own risk assessment		✓	
Candles/tea lights on the tables burning flammable items or guests on tables burning themselves  Small catering gas burners at breakfast events malfunctioning and exploding  Noxious gas					

#### HAZARD IDENTIFIED: Availability of food and drink

Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information	Completed	
Allergic reaction to food eg...nuts Food poisoning Choking	Those consuming the food that have a food allergy	Insider to request dietary requirements from guests in advance and inform the venue Venue to ensure that all food allergies/dietary requirements are accommodated Venue to ask guests of any dietary requirements/allergies prior to the serving of food	Insider will advise guests that if no dietary/allergy provided in advance, then venue cannot guarantee it can be catered for	✓	
People slipping on spillages of food / drink onto floors. People standing on broken glass and cutting themselves	Anyone attending the event.	Spillages and any broken glass cleaned up as quickly as possible and venue aware of importance of promptly dealing with any spillages they discover or are made		✓	

		aware of. Venue to commit to cleaning spillages		
Individuals consuming too much alcohol, if it's made available, and becoming aggressive towards others or acting in an unsafe manner.	The individual and anyone coming into contact with them.	Where alcohol is sold ensure premise and personal licensing requirements are adhered to. Venue staff to identify when a guest has consumed enough alcohol taking their demeanor into account. Venue to refuse the sale of alcohol in this case Venue to have security on hand should a guest need to be asked to leave the venue	Extreme intoxication – venue to call emergency services	✓

**HAZARD IDENTIFIED: Slips & trips**

Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information		
				Completed	
Guests tripping on loose flooring/carpet/tiles etc...	Anyone attending the event.	Venue to check the room fully before setup. If any tiles/flooring/carpet etc...is loose, then venue to ensure these are taped down	If Insider see any loose tiles/flooring to report to venue	✓	

**RISK ASSESSMENT REVIEW:**

Carried out by: Shan Raja	Date: 18 <sup>th</sup> October 2019	Signed by Venue : Social 7	Signed by Insider: Shan Raja
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